

Quick Reference Guide - Version 3.0

Notice of Appearance and Request for Notice - After filing the notice, remember to add your name to the list of creditors

Step	Action
1	Click on Bankruptcy > Other .
2	Enter the case number - click Next .
3	Verify case number and debtor name(s) - Click Next .
4	Select Notice of Appearance and Request for Notice - click Next .
5	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
6	At the Joint Filing with other Attorney(s) screen - click Next .
7	At Select the Party screen select the desired party or Add/Create New Party : <ul style="list-style-type: none"> Type creditor's name in Last/Business name field - click Search Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - select Role as creditor If no match is found - Create New Party Type information in appropriate fields - choose Role as creditor - click Submit At Select the Party screen the creditor should be highlighted - click Next.
8	At attorney/party association screen, check box for correct association - click Next .
9	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
10	Click on Bankruptcy > Creditor Maintenance > Enter Individual Creditors .
11	Verify case number - click Next .
12	At the Add Creditor(s) Screen enter the name and address of the creditor - click Next > Add Creditor(s) Screen displays stating number of creditors entered - click Submit > Transaction is Complete .